

PARENT-STUDENT HANDBOOK

Whitney School

2018-2019

Parent/Student HANDBOOK



WHITNEY SCHOOL

1200 M Avenue, Anacortes, WA 98221

(360) 503-1550

On the Web at wht.asd103.org

Mr. Pike, Principal

A Message From Our Principal

Dear Parents,

Welcome to Whitney School! I am privileged and honored to be a part of such an outstanding school. We have a fantastic staff who is completely dedicated to the success of all children. Coupled with the thousands of volunteer hours supporting student achievement we have the recipe for an outstanding school.

Whitney is blessed in having the support and active participation of the PTA. Whitney's PTA meets monthly and they are a very important link in many activities that support students in our school. Many parents working together is much easier than a few parents working alone. Please feel welcomed and valued and I hope you will become a supportive and active PTA member.

Classroom newsletters will provide you with valuable information concerning Whitney as well as the Anacortes School District. Our teachers utilize a paperless system for their publications through the use of email. Paper copies will be available for those who do not have access to email. You may also stop by the office and pick one up or look online at our school's website at <http://wht.asd103.org/>.

Whitney is a great school and with your help, we will continue to move Whitney to even greater success and achievement.

Mr. Pike
Principal



WHITNEY SCHOOL

Vision & Mission Statements

“Giving students a great start to a lifetime of learning”

Children in the primary grades are making the critical transition from home to school. Our school programs are designed to address the developmental needs of the primary child and are characterized by the following:

- ❖ Use of a variety of instructional methods in order to match each child’s learning style
- ❖ Academic challenges for each child
- ❖ Community service
- ❖ Student achievement and competence
- ❖ Balanced instructional program including the integration of technology and the arts
- ❖ Respect and value of social, physical, intellectual, and cultural diversity
- ❖ Parents and community members actively participating in classroom and school activities
- ❖ Positive student relationships with both peers and adults
- ❖ Extracurricular events which support classroom learning
- ❖ Clear and consistent expectations



DECISION MAKING PROCESS

District Level Decision Making- The Anacortes School Board sets the policies for the District based on State and Federal Laws. The Leadership Team, which includes Dr. Mark Wenzel and all district/building administrators, is responsible for the supervision of the District. District Committees, made up of all staff, have continual input into District procedures and practices.

Whitney School- Ultimately our principal has responsibility for the instructional leadership and supervision of our school. However, we do believe in shared decision-making and collaboration when it comes to the major instructional decisions for our school. Both the Whitney School Improvement Planning Team and our staff play important roles in this process. We all share a common vision of insuring student success through high quality educational programs



School Improvement Planning (SIP) Team

The staff, in accordance with the District-adopted Collaborative School Governance policy, determined the Whitney SIP team membership. Our SIP team membership includes:

- ❑ Certificated Classroom Teachers
- ❑ Building Administrator
- ❑ Classified Employees
- ❑ Certificated Specialist

The role of our SIP team is to propose ideas to the staff, parents, school board, and/or community members, to examine ideas and concerns presented by staff, parents, school board, and/or community members and to facilitate planning and program implementation. The SIP team focuses primarily on educational programs for students. Team members are responsible for sharing ideas generated by the people they represent as well as their own ideas. Communication between all groups in the Collaborative Governance Structure is a key to insuring the highest quality programs for our students.



WHITNEY SCHOOL

Staff Roster

Ryan Pike	<i>Principal</i>
Beth Reddy	<i>Administrative Assistant</i>
Emily Wade	<i>District Nurse</i>
Marcus Knowles	<i>Kindergarten Teacher, Room 7</i>
Julie Riccardi	<i>Kindergarten Teacher, Room 8</i>
Kelsey Swapp	<i>Kindergarten Teacher, Room 6</i>
Annette Powell	<i>Kindergarten Teacher, Room 5</i>
Candice Kitterman	<i>Kindergarten Teacher, Room 2</i>
Lora Billow	<i>Developmental Preschool Teacher, Room 4</i>
Tere Shafer-McCarroll	<i>Birth to Three Special Education</i>
Kathleen Diemert	<i>Pre-K teacher</i>
Jeanette Ocampo	<i>Pre-K teacher</i>
Stacy Adam	<i>Music and Movement</i>
Megan Nash	<i>Speech Language Pathologist</i>
Libby Ang	<i>Physical Therapist</i>
Carlene Nichols	<i>Occupational Therapist</i>
Cathy LaCroix	<i>Para-educator</i>
Carrie Hellman	<i>Para-educator</i>
Kellie Rosas	<i>Para-educator</i>
Brenda Hedstrom	<i>Para-educator</i>
Monica Harris	<i>Para-educator</i>
Justin Winslow	<i>Ameri-Corps Member</i>
Pat Knoch	<i>Custodian</i>



WHITNEY SCHOOL

Daily Schedule

8:50 – 9:05	Students Arrive
8:50 – 9:05	Lunch Ticket Sales
9:05	First Bell
9:10	School in Session * See below for Wednesday schedule
11:40	AM Preschool Dismissal
11:30 – 11:50	Lunch
11:50 – 12:10	Recess
12:40	PM Preschool Starts
1:45 – 2:00	Afternoon Recess
2:55	PM Preschool Dismissed
3:40	All Students Dismissed



❖ ***PLEASE NOTE:*** *Students should not arrive at school before 8:50 A.M. No supervision is available at this time.*

Wednesday schedule:

Please Note: Students should not arrive at school before 9:30 AM since there is not supervision available.

First bell: 9:45

Class in session: 9:50

Bus routes will run 40 minutes later than regular schedule days.

Whitney School Expectations

The following behavior expectations will be taught and reinforced throughout the year in conjunction with the Anacortes School District's character education program. Please take time to review these with your child. We are emphasizing the yearlong theme of **Respect** in order to promote positive student behavior toward themselves, others and our school.

RESPECT YOURSELF

- ☆ *Learn from experiences*
- ☆ *Ask for help when needed*
- ☆ *Practice safe behavior*
- ☆ *Listen to learn*
- ☆ *Believe in yourself*



RESPECT OTHERS

- ☆ *Be kind and caring*
- ☆ *Share*
- ☆ *Accept guidance from the adults who work at our school*
- ☆ *Encourage and learn from others*



RESPECT THIS PLACE

- ☆ *Keep our school clean*
- ☆ *Return things to their places*
- ☆ *Use materials wisely*
- ☆ *Recycle*
- ☆ *Tell people what you like about our school*



DISCIPLINE & BEHAVIOR EXPECTATIONS

Our behavior expectations & discipline policy at Whitney reflect the belief that each person is responsible for his/her actions and words. The behavior of students, staff and parents will demonstrate respect for self, others, and our school.

School/Classroom Discipline Plans

Whitney School reviews its school discipline plan every year. This process involves teachers, support staff, and parents. The following building discipline policy adheres to the Anacortes School District's "Student Rights and Responsibilities Handbook."

It is the duty and responsibility of each teacher to develop and discuss with his or her students, appropriate rules of conduct within the classroom that will insure a maximum learning environment for each child. Students who consistently fail to abide by classroom rules may be referred to the principal where appropriate disciplinary measures will be implemented. Disciplinary measures may include, but are not limited to:

- A. Discussion with the child and the development of a plan implemented by the student leading to more appropriate behavior.
- B. Loss of free time activities (recesses) for a stated period of time.
- C. Notifying the parent about their child's behavior.
- D. Request for parent conference.
- E. In-school suspension.
- F. Short-term suspension.
- G. Long-term suspension.
- H. Expulsion.

Every teacher is required to have a set of classroom rules. These may be the same as the building expectations included in this handbook. If you have not seen a copy of your child's classroom rules, please request one.

- ❖ **Please note:** Acts of violence, stealing, profanity and vulgarity are serious offenses and can lead to suspension. No gambling or borrowing of money is allowed at school. Possession of GUNS, KNIVES, OR OTHER DANGEROUS WEAPONS WILL NOT BE TOLERATED ON SCHOOL BUSES, AT BUS STOPS, OR AT SCHOOL will result in IMMEDIATE EXPULSION.

Drug Free School

You may have noticed that many of our schools have no drugs, no guns, and no smoking signs posted on the buildings. To ensure the safety, health, well-being and academic performance of all the students, Anacortes School District is committed to providing schools that are drug, alcohol and gun free. The possession, use or distribution of illicit drugs and alcohol is forbidden on school premises or as a part of any District sponsored student activity. The possession of a gun or other weapons is prohibited on school premises (toy weapons are also prohibited).

Personal Belongings

Many problems arise when students bring personal items to school. Radios, cameras, toys, musical instruments, computer software, and other personal belongings of students should not be brought to school unless they are required for a specific classroom assignment. They should then be used only under direct supervision of the teacher. Personal belongings should not be shared or used by other students. The school district is not responsible for loss or damage of personal belongings.

Lost & Found

Parents should *label all articles of clothing* that a child might remove while at school such as coats, hats, sweaters, mittens, boots, tennis shoes, etc.

All articles of clothing found in the school or on the school grounds are brought to the Commons. Marked articles are returned to the proper owner. Unidentified articles are kept in the Commons until claimed by the proper owners or parents. Parents are encouraged to stop by the Commons and check for any items lost by their child. Anything unclaimed at the end of the school year is donated to a charitable organization.

Dress Code

Students are expected to come to school dressed in appropriate clothing. Any clothing which detracts from the teaching/learning process is not allowed (examples may include bathing suits, tank/halter tops, mesh shirts, or clothing featuring inappropriate language, products or imagery). Baseball hats may only be worn outside.

- **Hats may not be worn in the school building**
- **Athletic clothing worn during the school day/hours must comply with school dress code standards**
- **T-shirts may not display images or messages related to violence, lewdness, sex, drugs, tobacco, alcohol or violate school standards and rules**
- **Gang-related attire contributes to misunderstanding and safety concerns and is prohibited**
- **Pants should be worn securely without compromising modesty**
- **Tops and shirts should be long enough to stay tucked into pants or skirts**
- **Tops with ultra-thin or “spaghetti” straps or revealing muscle shirts will not be allowed**
- **Shorts and skirts can be revealing-carefully evaluate if school is an appropriate place to wear the garment if the clothing rides above the child’s fingertips when they stand straight with their hands at their sides**

Homework

We believe that developing good homework habits early is essential to students being successful later in school. All Whitney kindergarten students are expected to complete a modest amount of homework as assigned. Here's how you can help your student with their homework:

- ✓ Contact your child's teacher if you have questions regarding his/her homework.
- ✓ Provide a place, with needed supplies, where your child can study.
- ✓ Check your child frequently regarding the completion of assignments.
- ✓ Encourage your child to ask questions about the assignment.
- ✓ Make a commitment to listen to your child talk about his/her school work.



ATTENDANCE

It is important to a student's educational progress that they be present at school every day unless they are ill. According to Washington State Law, illness is the only valid excuse for absence from school. If your child has been absent from school, according to Washington State Law, you must send a note with him/her upon returning to school explaining the nature of the illness.

Good attendance is a learned habit that is important in the educational development of your child. Please help show your child that you value their attendance by scheduling personal appointments outside of the school day.

It is important that children not be taken out of school early for vacation. Each school day is important, right up until the last day of the year. Students missing school may be required to make up missed assignments or other work. Failure to make up missed work may negatively impact a student's grades.

Tardiness

Any child arriving after class begins at 9:10 (9:50 on Wednesdays) in the morning is considered tardy. All students who are tardy must bring a note to the office from their parents explaining the reason for their tardiness or be signed in by their parent in person. A student who is consistently tardy may be required to make up missed work. If missed work is not completed, their grades may also be impacted.

Early Dismissals

In the event that your child must be dismissed early for a dental or doctor appointment which cannot be scheduled after school hours or during non-school days or for a family emergency, the student must bring a note from their parents to their teacher explaining the situation before he/she can be dismissed.

As a safety procedure, parents picking-up their child before regular dismissal times must come to the office and meet their child there. The child will then be signed out of school for the day. *Teachers will not release a child directly to a parent nor will children be permitted to wait outside for parents.*

Closed Campus

Once a child arrives at school in the morning, he/she will not be permitted to leave the school grounds without written permission from the parents. The office also requires a note from parents if your child is not going to ride their regular bus home in the afternoon.

HEALTH AND SAFETY

Our school has a registered nurse who visits on a regular schedule. Screening tests are administered to all students each fall for speech, hearing and vision. These may also be administered throughout the year, as needed. The health of your child is important to us because illness adversely affects a child's ability to learn.



Accidents or Illness

In the event that a child is injured at school, the school nurse, or other staff members who are trained in first aid will provide him emergency first aid. The parents will be called immediately for further instructions. If a parent cannot be reached, the neighbor or relative listed on the emergency information sheet will be called. If no one can be reached, the school nurse and/or principal will use their judgment as to whether or not to call the physician listed on the emergency information sheet. Therefore, it is quite important that *each child has an up-to-date emergency sheet on file* in the school office. If there are changes in the emergency names or telephone numbers during the school year, the school office should be notified immediately.

If a child becomes ill at school, the school nurse or another staff member will attend to his/her immediate care. The parents will be called to come and get their child if the school nurse and/or principal feel that this is necessary. If the parents cannot be reached, the neighbor or relative listed on the emergency information sheet will be called to come and get the child.

Medication

State law allows the school district to dispense oral medication only under very specific conditions. The following conditions must be met before the school staff may dispense any medication:

1. A parent/guardian request form must be completed with the physician's signature.
 2. The medication must be hand delivered by the parent to the building secretary.
 3. The labeled prescription container must include:
 - A. Child's name
 - B. Name of drug and correct dosage
 - C. Specific instructions
 4. Medication may not be given at school unless it is for a term of 15 or more consecutive school days.
- ❖ If your child needs medication on a daily basis of less than 15 consecutive days, parents must come to school and administer the medication.

TRANSPORTATION



Bus Transportation

Children are expected to obey the bus safety rules as stated in Washington State Law. These rules are posted in each bus and are available at the school office upon request. Please review these important bus safety rules with your child:

1. Students must be seated and face forward at all times when the bus is moving.
2. Students must use a quiet voice while on the school bus.
3. Students must respect the rights and property of others.
4. Students may not physically or verbally abuse any fellow passengers or the bus driver.
5. Students are to act in a safe and responsible manner while waiting at the bus stop, riding the bus, and while getting on or off the bus.
6. Students may not bring animals of any kind on the bus.

In order to maintain safe driving conditions, the bus driver is given full responsibility and charge of the bus and the students.

- ❖ **Any child who wishes to ride a different bus to or from school or to get off at a different bus stop must have written request signed by his/her parents. Your child should give this note to the bus driver on the morning run and to the school office upon arriving at school for the afternoon run.**

Walkers

If your child does not ride the bus to school, he/she should NOT arrive before 8:40 a.m. when the playground supervision begins. Each student is to leave the school grounds immediately following dismissal in the afternoon unless they are participating in extra curricular activities.

Due to the age of our students, any students walking to or from school must be accompanied by a guardian.

Bicycles

Parents must decide whether or not their child may ride his/her bicycle to school. Some factors influencing such a decision might be: (1) the degree of personal responsibility for bicycle and safety rules the student has developed, (2) the distance between home and the school, (3) the riding conditions, (4) the amount of traffic along the route, and (5) the weather conditions.



A bicycle rack is provided at the school and any child riding his/her bicycle to school must park it in this bicycle rack. Bicycles must be walked on campus and parked in the bike rack immediately upon arrival and left there until school is dismissed. Any child riding a bicycle to school is responsible for his/her bicycle when left in the bicycle rack. To insure security each bicycle should be locked. Students riding bicycles to school are expected to wear a helmet and must also be accompanied by a parent or guardian

Skateboards, Rollerblades, and Scooters: For the safety of all students, skateboards, rollerblades and scooters are *not allowed* at school.

Parent Pick-up

When picking up your child, please park along "M" Street. For your child's safety, **NO** child may go out to a car without an adult. Parents/Guardians **must** come into the school to pick up their child. Buses are loaded and unloaded on "L" avenue. For safety and congestion reasons, we are asking you not to park on "L." If you pick your child up, please keep them with you. Since after school activities are often in session, there may be students on the playground being supervised by school staff. All students staying on campus are expected to follow normal school safety rules. If you are watching your child playing on the playground equipment before or after school, please see that they also follow school rules for their personal safety.



COMMUNICATION

We believe that communication to our students' parents and caregivers is extremely important. As a result we use a large number of communication tools in order to insure that our parents get the important information that they need. Please take time to read all school communications and to take advantage of our other communication tools listed below.

Whitney Newsletter

The Whitney Principal sends out a newsletter via e-mail. This newsletter is designed to provide up-to-date information on school activities, calendar dates, school news, changes in school policies or procedures and other items of interest. Please take time to review our newsletter for important school information as well as other valuable resources. Any family who does not have access to email will be provided a copy.

Whitney Web Page

Our Web page is designed in order to provide students, parents and staff current news, calendar information, class pages and links to great sites. Check back often and watch as this exciting communication tool expands throughout the year. Our site can be reached at: <http://wht.asd103.org/> you can also find a variety of resources on our district's Web page at: <http://www.asd103.org/> Add these to your "favorites!"

Staff Email

All staff members at Whitney have email addresses. If you would like to communicate with any Whitney staff member via email, use the first letter of their first name followed by their last name and @asd103.org. For example to reach our Principal, *Mr. Pike*, you would use rpik@asd103.org. The Anacortes School District has a strong spam filter. If you have emailed a staff member and do not receive a response, please assume they did not receive your original email. If you are not certain, please call and ask.

Annual Report

Each spring our school publishes an Annual Report which provides our school community with our test scores, demographic information and a report of our progress toward school goals.

Please watch for this important report in the spring. If you would like a copy of last year's Annual Report, you may request it at our office.

Reporting of Student Progress

The elementary schools in the Anacortes School District report student progress to parents through parent/teacher conferences and report cards.

Fall conferences will be held from 10/10/2018 through 10/12/2018. Individual conferences will be scheduled with all parents. Conferences will be held again from 2/12/2019 through 2/14/2019.

Parents wishing to confer with their child's teacher or with the principal, at times other than the regularly scheduled conference periods, should call the school office (293-9536) to make an appointment.



Assessment Tools

Throughout this year we use a number of assessment tools to monitor student progress. Our staff uses a variety of interim assessments to insure that all of our students are making satisfactory progress. However, many of our students will also participate in district and statewide-standardized assessments.



GENERAL INFORMATION

Breakfast & Lunch Programs

Hot lunch and breakfast are available daily. Students may purchase meals daily or buy a ticket for 20 meals. Breakfast is \$1.50 daily and lunch is \$2.75 daily. Milk is available for those who bring a sack lunch for \$.60 daily. Tickets are sold daily before school in the office. Whitney participates in MealTime online. Checks should be made out to Anacortes School District.

A federally funded program for free and reduced priced meals is provided for eligible families. There will be NO charge for lunch or breakfast for students who qualify for the federally funded program. Application forms are sent home the first day of school and are available in the school office throughout the year. It takes two days to process an application. Unfortunately, students cannot be given a free lunch until the application is processed.

Open House

Whitney has scheduled an **Open House night for October 4th from 5:00 to 7:00 pm.** The Open House will allow you to gain valuable information and insight concerning your child's education. Topics such as curriculum, student management, grading practices and special activities for this year may be discussed. I am hopeful you will have a better understanding of your child's education when this important night ends.

Please plan to join us on October 4th from 5:00 to 7:00 p.m.

We take great pride in our school and enjoy sharing our successes with you.

Recesses

Students work hard during the scheduled instruction periods and need recess breaks for fresh air and physical activity. Weather permitting; we encourage all students to go outside to recess.

Our school does not have facilities and personnel to supervise students who want to stay inside for recess. Unless a child brings a daily note stating why he/she must stay inside, he/she will be sent outside for recess.

Textbooks & Supplies

Textbooks are furnished free of charge to all pupils by the district. However, pupils will be charged for lost or damaged books. Students are asked to furnish and keep certain supplies appropriate to their grade level available at school. Your teacher's child will supply a list of these supplies. If you are unable to furnish some supplies due to financial difficulties, your child may come to the office to receive supplies donated to the school from other sources.

Visitors

Parents are welcome and encouraged to visit their child's classroom. However, we ask that parents make arrangements with his/her teacher beforehand so that the visit will not interrupt a special activity such as a test, film, or assembly.

In the interest of security, all visitors to the building are required to SIGN IN at the office upon arriving in the building and before proceeding to any classroom.

In general, other relatives or friends of the students are not permitted to visit during class time. Exceptions are made for classroom volunteers and those asked by the teacher to present to the class for a special purpose.

Withdrawals

Parents who are planning to move or relocate need to notify the office so that their children can be properly processed through our checkout procedures. Teachers and the office need to know the last day a student will be attending Whitney so they can plan accordingly.



Notice of Equal Opportunity and Non-Discrimination

The Anacortes School District is committed to providing a quality education for all students regardless of learning differences. Anacortes School District #103 complies with all state and federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal. The Anacortes School District provides equal access to the Boy Scouts of America and other designated youth groups.

Title IX / Affirmative Action

Anacortes School District #103 complies with all applicable State and Federal laws, including but not limited to, Title VI, Title VII, Title IX of the Civil Rights Act, the Americans with Disabilities Act (ADA), RCW 49.60, Law Against Discrimination, Section 504 of the Rehabilitation Act, and RCW 28A.640, "Sexual Equality", and does not discriminate on the basis of race, creed, color, national origin, sex or handicap/ disability. This holds true for all district employment and educational opportunities, as well as all extracurricular school activities.

Inquiries regarding compliance and/or grievance procedures may be directed to:

K.C. Knudson, RCW Officer(360) 503-1214
Connie Sheridan, Title IX Coordinator(360) 503-1221
Fran McCarthy, Section 504 Coordinator(360) 503-1216

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here at www.asd103.org.

If you believe that you have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator. This is often the fastest way to revolve your concerns.

K.C. Knudson, RCW Officer(360) 503-1214
Connie Sheridan, Title IX Coordinator(360) 503-1221
Fran McCarthy, Section 504 Coordinator(360) 503-1216

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)